

Minutes of the Management Committee Meeting of Blochairn HA, held on 26th March 2024 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

1 Sederunt		Actions
	Present	Frances Tierney, Secretary, via zoom, items 1-14
		Martin Forrest, Vice Chair
		John Welsh, Committee Member, via zoom
		Leanne McGowan, Committee Member
		Anthony Carroll, Co-optee
		Julie-Ann Cloherty, Co-optee, items 14-24
	In Attendance:	Diane Hendry, Operations Manager
		Patricia Gallagher, Interim Director
	Apologies:	Helen McCartney, Committee Member, Special Leave
		Kim Stuyck, Committee Member
		Alexandra Lis, Committee Member
		Mary Gibb, Committee Member, Special Leave
		Jean O'Neill, Committee Member
		Manal Eshelli, Chairperson
2 Application for Special Leave - Approved		
2.1	The Chair advised the meeting that an application for special leave had been requested from Mary Gibb. Leave was granted for 3 months.	ID
3 Declaration of Interest		
3.1	It was noted that Julie Ann Cloherty would need to register an interest under an item to be raised under AOCB.	
4 Minutes of previous Management Committee meeting of 26th February 2024 - Approved		

	4.1	The minute of the Management Committee meeting of 26th February 2024, was circulated prior to the meeting, approved by Leanne McGowan and seconded by John Welsh.	
5	Confidential minute of Special Staffing Sub Committee meeting of 11th March 2024 – Approved		
	5.1	The confidential minute of the Staffing Sub Committee meeting of 11th March 2024, was tabled at the meeting. The Management Committee were given time to read over this. The minute was then approved by Leanne McGowan and seconded by John Welsh.	
6	Matters Arising – Outstanding Actions Report – Approved		
	6.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	6.2	Approval was given to remove all actions marked as complete. Updates were given on all other relevant items.	
	6.3	It was noted that the February minutes are dated January. It was agreed that this should be amended.	
	6.4	There were no further updates or queries on any of the items in the report.	
7	Complaints Procedure – Tenant Information - Approved		
	7.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	7.2	The Interim Director advised that this policy was one of the suite of policies drafted by the SPSO for implementation by the Association.	
	7.3	The Director advised that copies would be made available at reception and the policy would be available on the website.	ID
8	Internal Audit Action Plan Update - Approved		
	8.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	8.2	The Management Committee noted the training plan and approved the sessions noted.	

	8.3	It was agreed that further updates will be provided on this for monitoring outcomes.	OM
9	Governance Improvement Plan Update – Approved		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	The Interim Director advised that the plan was currently being audited as part of this year’s Internal Audit plan, for verification purposes.	
	9.3	She advised that the auditors will report directly to the Management Committee on the outcome of this audit at the next Management Committee meeting.	
	9.4	She further advised that an action plan on any recommendations would be put in place following this	ID
10	Quarterly Tenant Health and Safety report - Approved		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	10.2	It was agreed that reports on dampness and mould would always include details of the longest case outstanding and there would be a quarterly comparison in the figures.	
11	Write offs for 2023/2024- Approved		
	11.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	11.2	It was noted that this report covered write offs in relation to former tenant rent arrears and rechargeable repairs.	OM
	11.3	There were no further queries on this report and the write offs were approved.	
12	Transfer of Engagements Update - Approved		
	12.1	A verbal report by the Interim Director was given and noted.	
	12.2	The Interim Director advised that there had been no further discussion with Spireview HA and that progress was now	

		dependent on the timescales for addressing the issues with the fire stops.	
	12.3	The Interim Director advised that she will arrange another meeting with the Director of Spireview, to keep discussions going on this matter.	ID
13	Draft Play Park policy – Approved		
	13.1	A written report by the Operations Manager was circulated at the meeting and noted.	
	13.2	The operations Manager advised of the inspection regime that was in place for the play park and that Staff will attend ROSPA training when it becomes available.	
	13.3	She further advised that the inspection regime has been approved by the Association’s insurer.	
	13.4	In response to a question the Operations Manager advised that the bins will be emptied as part of the weekly bulk uplift programme.	
	13.5	There were no further queries or questions on this report and the policy was approved.	
14	Landscape Contract Tender Report - Approved		
	14.1	A written report by the Operations Manager was circulated at the meeting and noted.	
	14.2	The Operations Manager drew the member’s attention to the quotes received and recommended adoption of the lowest tender. She advised that here is an 8 week notice period if the Association wished to cancel the Contract. Committee approved the appointment of GM landscape.	
	14.3	The Operations Manager advised that she will be holding regular meetings with the Landscape company to discuss performance and progress. She further confirmed that the bin stores were not included in this contract.	
		Frances Tierney left the meeting at this point.	
		Julie-Ann Cloherty joined the meeting at this point.	

	14.4	In response to a question from a Committee members, the Operations Manager advised that she will find out what the community benefits are that are available.	OM
15	Items for Ratification		
	15.1	It was noted that there were no items for ratification at this meeting.	
16	SHR update – Approved		
	16.1	The Director advised of two pieces of correspondence received from the Regulator last week – after the meeting papers have been distributed.	
	16.2	She advised that one was a draft of the engagement plan and the other was a letter from the Assistant Director of regulation following on from the meeting held in early March with the Chairperson.	
	16.3	The Director went through the correspondence with the members. Changes that had been requested to the engagement plan were highlighted to the Management Committee and approved.	
	16.4	In relation to the letter, the Management Committee discussed each point and their response to the same. The Interim Director and Chair will draft and forward a response within the required timescale.	C/ID
17	Quarterly Treasury Management Report - Noted		
	17.1	A written report by the Interim Director was circulated prior to the meeting and noted	
	17.2	The Interim Director advised of the end of term date for the long term deposits that had been omitted from the report.	
	17.3	In response to a question, the Interim Director advised that a report will be brought to the May meeting re options for the deposit due to mature in June.	
	17.4	Following discussion, the Management Committee advised that they are comfortable with the liquidity ratio and did not require any changes to be made to it at present.	

18	Notifiable Events – Verbal report - Noted		
18.1	The Interim Director advised that the next item on the agenda was an area that had to be looked at to finalise one of the notifiable events.		
18.2	It was noted that there had been no new notifiable events.		
13.3	There were no further queries or questions on this report.		
19	Notifiable Events Lessons Learner – Approved		
19.1	The Interim Director gave a verbal report on the need for this exercise in relation to a notifiable event.		
19.2	A discussion took place on the grievance outcome and the lessons learned. The Interim Director advised that a report on this session will be submitted to the regulator, to hopefully close off the notifiable event.	C	
20	Update on Staffing – Noted		
20.1	The Interim Director gave a verbal update on recent Staff changes.		
20.2	This information was noted and there were no further queries in relation to this.		
21	Health and Safety Monthly Report - Noted		
21.1	A written report by the Interim Director was circulated prior to the meeting and noted.		
22.2	There were no further queries or comments on this report		
22	EVH Pay Negotiations – Approved		
22.1	A verbal report by the Interim Director was discussed at the meeting and approved.		
22.2	The Interim Director advised EVH were balloting members on a 6% wage increase.		

	22.3	The Management Committee advised the Interim Director to respond to the ballot saying that they accepted the proposal.	ID
23	Correspondence		
	23.1	It was noted that there was no correspondence received.	
24	A.O.C.B		
	24.1	<u>Insurance renewal 2024/25:</u> The Interim Director advised of the insurance renewal quote received for the year. She advised that this had been delayed due to the issues with the firestops and that the terms may be reviewed at a later date due to this issue. The Interim Director gave an overview of the price compared to last year and the % increase in price, which she advised is lower than we had budgeted for. Following discussion on any impact on the policies re the firestops issue, the Management Committee approved the Interim Director signing and returning the acceptance of the insurance price and terms.	ID
	24.2	<u>Annual Leave Carry Forward:</u> The Interim Director asked the meeting to consider the annual leave carry forward requests from Staff. She advised that a report had been prepared for the Staffing sub, but as this had been postponed she was presenting the report to this meeting due to timescales. The Management Committee approved all requests.	ID
	24.3	<u>Internet Access:</u> It was noted that the IT had again been an issue and internet connectivity in the Committee Room has to be investigated and improved for the next meeting.	
	24.4	<u>Potential New Management Committee members:</u> The Interim Director advised of two registrations of interest in joining the Management Committee. The Management Committee approved them both attending a meeting as an observer with a view to joining.	ID
		Julie-Ann Cloherty left the meeting at this point	
	24.5	<u>SHARE Membership:</u> The Interim Director advised that she had spoken to SHARE re membership prices and that they had offered a discount. She advised that this may now be a cost effective means of training due to the new on-line learning that they have in place. She further advised that herself and the Operations Manager had a meeting scheduled	

		with SHARE tomorrow to look at this new learning. It was agreed that following this a recommendations will be made to the Management Committee –or the Chairperson out with the meeting if the timescale requires this.	
25	Summary of actions/decisions at this meeting		
	19.1	A review of all decisions/points for action was read out and agreed.	
26	Finale Tenant Bonus Draw		
	26.1	Tenant’s numbers 294 and 36 were selected as the winner of this month’s draw.	ID
27	Date and Time of Next meeting		
	27.1	Tuesday 30 th April 2024 at 6pm. It was noted that this will be followed by a Staffing Sub Committee.	All
28	Meeting Close		
	The meeting closed at 8.25pm.		

Signed:

Date: